DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1129
Page 1 of 3

Agency
Cecil County Government

Division/Unit Roads

Item No.	Description	Retention
	This series includes vehicle records, accident and incident reports, employment documents and general roads records.	
	Changes in records format will not necessarily require revision of the retention schedule. However, should the scope or content of a records series be altered, the schedule may be amended to reflect such changes.	
	Each agency will use all or some of the following records which are governed by the indicated retention period:	
1	VEHICLE RECORDS, ACCIDENT A. Accident Reports B. Motor Vehicle Accident reports	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy
	C. Vehicle Work orders	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years, then destroy
	D. Vehicle Emission Inspections E. Vehicle Registration	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after expiration and then destroy.
	Approved by Department, Agency, Representative. Date Date	
Signature Z Typed Nam	ne <u>Scott Mesneak</u> Signature	2011 Natopenfor
•	& Records Retention Director	<u> </u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1129

Page 2 of 3

Agency
Cecil County Government

Division/Unit Roads

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Item No.	Description	Retention
2	EMPLOYEE DOCUMENTS A. Employee Certificates	Retain hard copy until scanned and image verified then give HR original. Retain imaged copy for two (2) years then destroy.
	B. Employee Timesheets C. Employee Reviews D. Incident Reports	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for one (1) year after separation from employment or last benefits check, whichever is later, then destroy.
3	GENERAL DOCUMENTS A. MSDS- Material Safety Data Sheets	Retain hard copy until scanned and image verified. Retain imaged copy permanently and transfer hard and image copy annually to Archives.
	B. Bridge Inspection Reports	Retain hard copy until scanned and image verified. Retain imaged copy for eight (8) years then transfer hard and image copy to Archives.
	C. Accounts Payable Invoices	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for seven (7) years from the end of the fiscal year the file was closed then destroy.
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DGS 550-1A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1129

Page 3 of

3

Agency **Cecil County Government** Division/Unit Roads

İ	Cecii C	Sounty Government	Roads		
Item No.	i	Description	Retention		
	D.	General Liability Loss Report	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy		
	E.	Letters to Residents	Scan original and verify image. Retain hard and imaged copy for five (5) years then transfer hard and image copy to Archives.		
	F.	Road Crossing Permit	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years from close of project, then destroy		
	G. H. I. J. K.	Asphalt Overlay Customer Complaint Letters Permission Agreements Resolutions Road Crews Work Orders	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy		

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 1 of 2 0		
1 DEPARTMENT/AGENCY	2 DIVISION ;		3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Accident Reports					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include i	/documents/forms ourpose and function of the system.		
LGIT & Risk Management.	331.1		outpeas and variously of the dystem.		
O DOLLOW ON ACCESS AND LISE.		SE and the last and the second			
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability					
Cecil County Government Administra	•				
Record is available until the disposal	date, and the	n recora is purgea.			
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image v	erified then dest	roy hard copy: Retain imag	ged copy for five (5) years, then destroy		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 1 of 20			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Roads					
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Accounts Payable Invoices						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include i	n/documents/forms purpose and function of the system.			
To pay vendors for services and mate			y and the total of the eyeletti.			
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9 POLICY ON ACCESS AND USE - Expla		· ·				
	Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Updates are not allowed on the origin replaced.	nal document;	if updates are needed	, the document needs to be			
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to			
ensure the record's retention and usability	, ,	record's authorized life cyc	ole.			
Cecil County Government Administra Record is available until the disposal	•	n record is purged.				
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12. RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for seven (7) years from the end of the fiscal year the file was closed then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410	0-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention	Director					
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page <u>3</u> of <u>10</u>			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Roads					
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Asphalt Overlay						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include i	n/documents/forms purpose and function of the system.			
Includes gradation reports, mix desig and correspondence. To show proof	ns, testing res	ults, inspection reports	•			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Updates are not allowed on the origin replaced.	nal document;	if updates are needed	, the document needs to be			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability						
Cecil County Government Administra	_	record o additionized inc. eye				
Record is available until the disposal date, and then record is purged.						
12. RECOMMENDED RETENTION						
	Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410)-996-5205	9/10/2010			
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DGS 550-6						

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1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of reland disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Bridge Inspections Reports			2005 _{TO} 2010		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms ourpose and function of the system.		
Legal and record keeping.	COTT	amed in a series. Include p	ourpose and function of the system.		
9 POLICY ON ACCESS AND USE - Explai	in or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Updates are not allowed on the origin replaced.	Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.				
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability					
Cecil County Government Administra	tion Building	•			
Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified. Retain imaged copy for eight (8) years then transfer hard and image copy to Archives.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
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DGS 550-6					

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1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Roads					
DEFINITION - Record Series - A group of reli and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Customer Complaint Letters			1982 _{TO} 2010			
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms ourpose and function of the system.			
To research history of road problems		•	,			
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS /	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be			
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to			
Cecil County Government Administra		record o additionable into eye				
Record is available until the disposal	date, and the	n record is purged.				
12. RECOMMENDED RETENTION	12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE			
Scott Mesneak	410)-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

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1 DEPARTMENT/AGENCY	2 DIVISION	,	3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Employee Certificates			1983 _{TO} 2010		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms purpose and function of the system.		
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9 POLICY ON ACCESS AND USE - Expla	• •	•	saca Managara and ampleyees		
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10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
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11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability					
Cecil County Government Administra	_				
Record is available until the disposal	date, and the	n record is purged.			
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image v	erified then give	HR original. Retain image	d copy for two (2) years then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE		
Scott Mesneak	410	0-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

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COMAR 14.18.04			Page		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Employee Reviews	-		1983 _{TO} 2010		
			10 2010		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.		
To track employee progress.			, , , , , , , , , , , , , , , , , , , ,		
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9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Administration, Department Heads, w			cess. Managers and employees		
with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the origin replaced.	Updates are not allowed on the original document; if updates are needed, the document needs to be replaced				
replaced.					
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN F	LECTRONIC DATA ÉILE	Explain the progression established to		
ensure the record's retention and usability	throughout the	record's authorized life cyc	che.		
Cecil County Government Administra	~				
Record is available until the disposal	date, and the	n record is purged.			
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard cop	y. Retain imaged copy for	one (1) year after separation from employm	ent or last benefits check, whichever is later, then destroy.		
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE		
PREPARER Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

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1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Roads					
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Employee Timesheets			2009 _{TO} 2010			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms ourpose and function of the system.			
To calculate employee wages.	3311	amba iir a corree. Maraac j	salpose and randition of the system.			
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9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability						
Cecil County Government Administra		Toolid Cadalon2od in Coyo				
Record is available until the disposal	Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified then destroy hard cop						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE			
Scott Mesneak	410)-996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention	Director					
DGS 550-6						

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1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
General Liability Loss Report					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include i	/documents/forms purpose and function of the system.		
LGIT & Risk Management Reporting		,	,		
9 POLICY ON ACCESS AND USE - Explai	` •	•			
	Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
Updates are not allowed on the origin replaced.	al document;	if updates are needed	, the document needs to be		
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to		
Cecil County Government Administra		record's authorized life cyc	ile.		
Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION	<u> </u>				
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for five (5) years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410	0-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

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COMAR 14.18.04	(410) 799-1930		Page	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Cecil County Government	Roads			
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Incident Reports			2005 _{TO} 2010	
6 INPUT - Identify source of information to	be entered	*	ise/s of information generated by system	
Paper 		Electronic Document	- IBM Content Manager	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms ourpose and function of the system.	
LGIT & Risk Management Reporting.	00/10	amba ma benes. Morade p	surpose and randadit of the system.	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.		
Administration, Department Heads, w			cess. Managers and employees	
with the "need to know" will have (read), (print) and (hold) access.				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
Updates are not allowed on the original document; if updates are needed, the document needs to be				
replaced.	ar accamoni,	n apactoo are needed	, the document needs to be	
11 SPECIFY THE LOCATION AND MEDIA				
ensure the record's retention and usability Cecil County Government Administra	_	record's authorized life cyc	tie.	
Record is available until the disposal	•	n record is purged.		
		•		
12 RECOMMENDED RETENTION				
Retain hard copy until scanned and image verified then destroy hard cop				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DAȚE	
Scott Mesneak	410)-996-5205	9/10/2010	
16 TITLE OF PREPARER				
IT & Records Retention Director				
DGS 550-6				

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1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Cecil County Government	Roads			
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Letters to Residents			1982 _{TO} 2010	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system	
Paper		Electronic Document	- IBM Content Manager	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.	
Customer relations, inform of future w				
9 POLICY ON ACCESS AND LISE - Expla	in or attach conv	if established in writing		
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.				
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to	
Cecil County Government Administra	_	root a c action boat in c by c		
Record is available until the disposal date, and then record is purged.				
12. RECOMMENDED RETENTION			•	
Retain ḥard copy until scanned and image verifi	ed. Retain imaged	d copy for five (5) years then	transfer hard and image copy to Archives.	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE	
Scott Mesneak	410)-996-5205	9/10/2010	
16 TITLE OF PREPARER				
IT & Records Retention	Director			
DGS 550-6				

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page <u>12</u> of <u>20</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Motor Vehicle Accident Report					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
LGIT & Risk Management.					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to					
ensure the record's retention and usability					
Cecil County Government Administra	~				
Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image v	erified then dest	roy hard copy. Retain imag	ged copy for five (5) years, then destroy		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER		.			
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 13 of 10			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Roads					
	DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
MSDS - Material Safety Data Sheets						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	n/documents/forms purpose and function of the system.			
To identify hazardous materials for sa		•	purpose and function of the system.			
-	• • •					
POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees						
with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the origin						
replaced.						
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability	OF THE MAIN E throughout the	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to ble.			
Cecil County Government Administration Building						
Record is available until the disposal date, and then record is purged.						
12 RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified. Retain imaged copy permanently and transfer hard and image copy annually to Archives.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410	996-5205	9/10/2010			
16 TITLE OF PREPARER						
IT & Records Retention Director						
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised.	I .	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 14 of 1.0				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Cecil County Government	Roads						
	DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes						
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Permission Agreements			1982 _{TO} 2010				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Paper		Electronic Document	- IBM Content Manager				
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the information					
Legal.	CON	airied in a series. Include j	purpose and function of the system.				
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.							
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM							
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.							
11 SPECIFY THE LOCATION AND MEDIA							
ensure the record's retention and usability Cecil County Government Administra	-	record's authorized life cyc	ne.				
Record is available until the disposal date, and then record is purged.							
12. RECOMMENDED RETENTION							
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE				
Scott Mesneak	410)-996-5205	9/10/2010				
16 TITLE OF PREPARER	L.		·				
IT & Records Retention	Director						
DGS 550-6							

INSTRUCTIONS – Type or print a separate form for each new/revised		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 15 of 10		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Resolutions			1982 _{TO} 2010		
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include i	/documents/forms ourpose and function of the system.		
Signage.					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	· · · · · · · · · · · · · · · · · · ·		
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.					
Cecil County Government Administra	-	, , , , , , , , , , , , , , , , , , , ,			
Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER	<u> </u>				
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY	
electronic record series Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 16 of 20	
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Cecil County Government	Roads			
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Road Crossing Permit			<u>1982</u> _{TO} <u>2010</u>	
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the ເ	ise/s of information generated by system	
Paper		Electronic Document	- IBM Content Manager	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include t	/documents/forms ourpose and function of the system.	
To track road cut responsibility.	00110	anied in a conce. Include p	ourpose and randistror the system:	
·				
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.				
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.				
Cecil County Government Administra				
Record is available until the disposal	date, and the	n record is purged.		
12. RECOMMENDED RETENTION				
Retain hard copy until scanned and image verified th	en destroy hard co	py. Retain imaged copy for five	(5) years from close of project, then destroy	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE	
Scott Mesneak	410-996-5205		9/10/2010	
16 TITLE OF PREPARER				
IT & Records Retention Director				
DGS 550-6				

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 17 of 20			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Cecil County Government	Roads					
	DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
Roads Crews Work Orders						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Paper		Electronic Document	- IBM Content Manager			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms purpose and function of the system.			
To track completed work.	00110	amed in a series. Molade	surpose and function of the system.			
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.						
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM						
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.						
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability						
Cecil County Government Administra	_	record o admonized me cyc				
Record is available until the disposal date, and then record is purged.						
12. RECOMMENDED RETENTION						
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years from close of project, then destroy						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Scott Mesneak	410)-996-5205	9/10/2010			
16 TITLE OF PREPARER	<u></u>					
IT & Records Retention	Director					
DGS 550-6						

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page 18 of 10		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used a	s a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Vehicle Emission Inspections					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify th	e use/s of information generated by system		
Paper		Electronic Docume	nt - IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the informat ained in a series Includ	on/documents/forms le purpose and function of the system.		
To comply with Maryland State laws.	COTT	unica in a series. Morac	e purpose and function of the system.		
9 POLICY ON ACCESS AND USE - Expla	, ,	J	aciana Managara and ampleyees		
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
τεριασεά.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to					
ensure the record's retention and usability	_	record's authorized life	ycle.		
Cecil County Government Administra Record is available until the disposal		n record is purged.			
Parada.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified th	en destroy hard co	py. Retain imaged copy for t	nree (3) years after expiration and then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention	Director				
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page <u>19</u> of <u>10</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Roads				
DEFINITION — Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Vehicle Registration					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.		
To comply with Maryland State laws.					
O DOLLOY ON ACCESS AND LIGHT		**			
9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to		
Cecil County Government Administra	tion Building				
Record is available until the disposal date, and then record is purged.					
12. RECOMMENDED RETENTION					
Retain hard copy until scanned and image verified then destroy hard copy. Retain imaged copy for three (3) years after expiration and then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410)-996-5205	9/10/2010		
16 TITLE OF PREPARER			•		
IT & Records Retention Director					
DGS 550-6					

INSTRUCTIONS – Type or print a separate form for each new/revised	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		Page <u>10</u> of <u>10</u>		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Cecil County Government	Roads				
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR		
Vehicle Work Orders					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
Paper		Electronic Document	- IBM Content Manager		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.		
To track vehicle reports					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.					
Administration, Department Heads, will have (delete) (print) and (hold) access. Managers and employees with the "need to know" will have (read), (print) and (hold) access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
Updates are not allowed on the original document; if updates are needed, the document needs to be replaced.					
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to sle.		
Cecil County Government Administra	•				
Record is available until the disposal date, and then record is purged.					
12 RECOMMENDED RETENTION					
Retain hard copy until scanned and image ve	rified then destro	y hard copy. Retain imaged	d copy for three (3) years, then destroy		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Scott Mesneak	410-996-5205		9/10/2010		
16 TITLE OF PREPARER					
IT & Records Retention Director					
DGS 550-6					

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